



CITY OF KIRKLAND ATHLETIC FIELD USE GUIDELINES

City of Kirkland
Parks and Community Services Department
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Phone: (425) 587-3330

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ATHLETIC FIELD USE POLICY SUPPORTING GUIDELINES

The purpose of the Athletic Field Use Policy is to outline the process applied to equitably balance and accommodate field use requested by organized groups, one-time users, and programs planned for by the City of Kirkland (City) and/or LWSD programs, while also providing necessary allowance for field care and ensuring access for informal play by the community. This Guideline document is in support of the Athletic Field Use Policy, provides related field use stipulations, and defines related business practices. Field use information provided within includes:

- An outline of available fields, amenities at each, and available seasons for use
- An outline of facility allocation and permitting procedures
- An outline of fees and charges for use of facilities
- Rules and regulations for field use
- An overview of the priorities for use and allocation processes applied to manage limited athletic field resources in a fair and equitable manner

DEFINITIONS

- **City** – The City of Kirkland
- **Parks Department** – The City of Kirkland Parks and Community Services Department
- **LWSD/District** – Lake Washington School District
- **Recreational Youth Programs** – Programs for youth age 17 and under (or participants eligible to participate in high school sponsored sports) that have open registration regardless of skill level and operate with an “everyone plays” philosophy. No participants are cut from the team. Program focus is providing and delivering recreational opportunities.
- **Independent/Select Youth Programs** – Programs for youth age 17 and under (or participants eligible to participate in high school sponsored sports) that use tryouts, skill levels, and special invitation for a limited number of participants to form teams.
- **Local/Kirkland Resident** – An individual who lives within the City boundaries.
- **Lake Washington School District Resident** – An individual who resides within District boundaries of the Lake Washington School District.
- **Local League** – An organized group with at least 65% of registered participants Kirkland residents. Rosters required and verified by staff.
- **Lake Washington School District Based League** – An organized group with at least 65% of registered participants who reside within LWSD boundaries. Rosters required and verified by staff.
- **Non-Local** – Individuals who don’t live within Kirkland (for City athletic field use) or LWSD district limits (for LWSD athletic field use) or organizations who don’t meet the 65% threshold of participants residing within the Kirkland city limits (for City field use) or residing within the LWSD district limits (for district field use).

FIELD USE POLICIES, RULES AND ORDINANCES

Field users are required to obey City of Kirkland field use rules and regulations as outlined within these guidelines, the City of Kirkland Athletic Facility Use Policy, the Kirkland Municipal Code (KMC, Park Rules Chapter 11.80), Lake Washington School District policies (for LWSD sites), issued City of Kirkland Facility Use Permits, and posted on-site. City, state, county and federal laws also apply.

WHEN A FIELD USE/FACILITY USE PERMIT IS REQUIRED

A Field Use/Facility Use Permit is required if one or more of the following circumstances applies:

- a) When use of an athletic field is by a league or organization, company or school, is an organized social use (birthday parties, picnics, etc.), or is a community event or Special Event use
- b) When a specific reserved time is desired
- c) When services from the City are desired or required by the City
- d) When a gathering is large enough – either in attendance or in size (a group of approximately 20 to 25 people most often triggers the need for a Permit and/or one person or more want to consume a field for a unique activity or purpose)
- e) When hired services are an element of the use
- f) When the gathering includes any high-risk activities

- g) When the gathering is for a business purpose, involves sales, advertising, or admissions
- h) When the use requires permission to exceed park hours, noise levels, etc.
- i) When a gathering is beyond the scope of normal/intended use of a facility

These are examples only. Other elements may cause the need for a Facility Use Permit. Individuals are encouraged to inquire with the City of Kirkland Parks Department to ensure whether a gathering would require a permit for use: (425) 587-3330 or FieldRentals@kirklandwa.gov.

INTERLOCAL AGREEMENT BETWEEN LAKE WASHINGTON SCHOOL DISTRICT AND THE CITY OF KIRKLAND

The City of Kirkland and Lake Washington School District have an Interlocal Agreement pertaining to City facilities and District facilities within the city limits of Kirkland. The District and City have a mutual interest in supporting programs for the community in the area of athletics, recreation and education. Through this cooperative arrangement, City and District's athletic fields and facilities can be used to meet broader community needs for education, recreation and athletic activities than either party can provide separately. A copy of the Interlocal Agreement is available upon request.

Generally speaking, this Agreement includes two athletic field related elements:

- Field Coordination and Facility Use
- Field Design, Construction, Improvements and Maintenance

FIELD COORDINATION AND FACILITY USE

As a result of the Kirkland/LWSD Interlocal Agreement, the City is able to offer for community use City of Kirkland and LWSD fields (within Kirkland). The Interlocal Agreement provides the District with access to City fields and provides the City with an opportunity for access to District gymnasiums for City recreational programs. One goal of the Interlocal Agreement is for field use to be allocated efficiently, with the least possible expenditure of public funds, by one central administrator who coordinates all community use. District operations and programs take priority at District sites, so community use hours and dates available are limited. School site details are provided within the Available Athletic Field Locations table below and within the City/School Interlocal agreement, which is available upon request.

One exception to the agreement is the high school stadiums. High school stadiums are coordinated by District staff at each high school.

FIELD DESIGN, CONSTRUCTION, IMPROVEMENTS AND MAINTENANCE

Through the Interlocal Agreement, the City and District also join forces on the development and maintenance of certain District facilities. Examples of past joint projects are Kirkland Middle School Fields 1 and 2, Lakeview Elementary, Mark Twain Elementary, Ben Franklin Elementary, etc. At schools where the City and District combine resources, the City often then provides on-going field maintenance. The District locations the City maintains are identified in the table below.

ATHLETIC FIELD LOCATIONS

The following City and LWSD fields are offered for permitted use through City of Kirkland Parks and Community Services:

City of Kirkland Parks With Fields	Address	Field Types
132 nd Square Park	13159 132nd Ave NE	Little League Baseball, Softball, Soccer
Crestwoods Park	1818 6th ST	Adult Softball, Little League, Soccer
Everest Park	500 8th ST South	Little League Baseball and Softball
Juanita Beach Park	9703 NE Juanita Dr	Little League Baseball and Softball, Open Space
Lee Johnson Field at Peter Kirk Park	202 3rd ST	80' and 90' Baseball Game & Tournament Field
LWSD Schools With Fields With Maintenance Provided by the City	Address	Field Types
Emerson High	10903 NE 53rd ST	Open Space
Kirkland Middle Fields 1 & 2	430 18th Ave NE	80' and 90' Baseball, Softball
Finn Hill Middle School Fields 1 & 2	8040 NE 132 nd ST	80' and 90' Baseball, Softball
Ben Franklin El 1 & 2	12434 NE 60th ST	Little League Baseball/Softball, Soccer
Juanita El Field 1 - Rear Field	9635 NE 132nd ST	Little League Baseball/Softball, Soccer
Lakeview El	10400 NE 68 th ST	Little League Baseball/Softball, Soccer
Mark Twain El	9525 130th Ave NE	Little League Baseball/Softball, Soccer

LWSD Schools With Fields With Maintenance Provided by the District	Address	Field Types
Peter Kirk El 1 & 2	1312 6 th Street	Little League Baseball/Softball, Soccer
Rose Hill El Field 1	8110 128th Ave NE	Little League Baseball/Softball, Soccer
Juanita High	10601 NE 132nd ST	Baseball, Softball, Soccer
Lake WA High	12033 NE 80th ST	Baseball, Softball
Finn Hill Middle Football Field & Track	8040 NE 132nd ST	Football, Soccer, Track
International/Community School	11133 NE 65th ST	Open Space
Kamiakin Middle	14111 132nd Ave NE	Baseball, Softball, Football, Soccer, Track
Kirkland Middle Football Field and Track	430 18th Ave NE	Football, Soccer, Track
AG Bell El	11212 NE 112th ST	Little League Baseball/Softball, Soccer
Carl Sandburg El	12801 84th Ave NE	Little League Baseball/Softball, Soccer
Helen Keller El	13820 108th Ave NE	Little League Baseball/Softball, Soccer
John Muir El	14012 132nd Ave NE	Little League Baseball/Softball, Soccer
Juanita El Front Field	9635 NE 132nd ST	Little League Baseball/Softball, Soccer
Robert Frost El	11801 NE 140th ST	Little League Baseball/Softball, Soccer
Rose Hill El Field 2	8110 128th Ave NE	Little League Baseball/Softball, Soccer
Thoreau El	8224 NE 138th ST	Little League Baseball/Softball, Soccer

NEIGHBORHOOD PARKS

The following neighborhood parks may also be available for organized athletics, although the primary purpose of neighborhood parks is for neighborhood use. Non-neighborhood practice use may be considered, however parking and restrooms aren't available on-site, so the type of uses considered are limited.

City Of Kirkland Neighborhood Parks	Address	Original/Primary Purpose
Highlands Park	11210 NE 102 nd Street	Neighborhood Park
Spinney Homestead Park	11710 NE 100 th Street	Neighborhood Park
Terrace Park	10333 NE 67 th Street	Neighborhood Park

MAPS AND AERIAL PHOTOGRAPHS

A map of Kirkland parks is available on the City of Kirkland website at https://www.kirklandwa.gov/depart/parks/Parks_and_Open_Spaces/Online_Parks_Guide.htm.

A map of Lake Washington School District schools is available on the Lake Washington School District website at: <https://www.lwsd.org/schools/attendance-areas/school-boundary-maps>.

Aerial photos of each location, with fields, is available on the City of Kirkland website at:
(November 2022: Coming Soon!)

AVAILABILITY

The City of Kirkland reserves the right to limit the amount of play permitted on sport field complexes. Fields with dirt infields and grass outfields are available for athletic use approximately March 1 through September 30th or October 15th (opening and closing dates vary by location). Dirt fields are open for use approximately March 1 through October 31st. Weather, current field conditions (damage) and project needs can cause opening and closing dates to fluctuate. Synthetic athletic fields are open year-round.

City of Kirkland Parks and Community Services (and Lake Washington School District) reserves the right to cease field access at any time during periods of inclement weather, poor playing conditions, damage (which may cause hazardous safety considerations), excessive wear, and for necessary field maintenance or improvement projects. Closures can impact a single use, a full day or can last as long as needed.

On dates the fields are open and offered for use, City of Kirkland fields are available 8am to dusk seven days a week, with the exception of fields with lights (Lee Johnson Field at Peter Kirk Park, available until 11pm; 132nd Square Park, available until 10pm. Per Interlocal Agreement guidelines, District fields are generally available during the hours listed

below. School District programs and events take priority and can cause hours of availability to decrease or increase accordingly.

District site use can be bumped at any time, without advance notice, for LWSD events, maintenance, projects or LWSD athletic program needs.

<u>Middle Schools & High Schools</u>	Mon., Tues., Thurs., Fri.	Wednesday	Saturday	Sunday
September Through June	6pm to Dusk	6pm to Dusk	8am to Dusk	9am to Dusk
July, August and Breaks	8am to Dusk	8am to Dusk	8am to Dusk	9am to Dusk
<u>Elementary Schools</u>	Mon., Tues., Thurs., Fri.	Wednesday	Saturday	Sunday
September Through June	4:15pm to Dusk	3pm to Dusk	8am to Dusk	9am to Dusk
July, August and Breaks	8am to Dusk	8am to Dusk	8am to Dusk	9am to Dusk

FIELD INVENTORY

Below is a list of athletic locations offered by the City. Each athletic location was originally developed for a primary, intended purpose. Other types of uses may be possible at most locations depending on safety, timing, potential for damage, needed staff resources and potential community impacts. The list includes the original purpose, common secondary uses, and limitations, where applicable, for each field, and existing amenities on-site. The three neighborhood parks listed (Spinney Homestead, Highlands and Terrace Park) are primarily intended for neighborhood use. Non-neighborhood use may be considered, though there is limited or no parking on-site, so use is most commonly restricted to practices.

City of Kirkland Parks with Fields				
	Use Limitations	Existing Amenities <i>(Lights at Lee Johnson)</i>	Approx. Seasons	Field Type/Area
132nd Square Park – 13159 132nd Ave NE, Kirkland				
Field 1	Up to U10 Baseball & Thru Select Softball	60' Base Path 35', 40' & 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield
	Micro Soccer Practice in outfield		August 1 – Oct 15	Grass Outfield
Field 2	Up to U10 Baseball & Select Softball	TBD	TBD – July 31	Synthetic Turf
	Micro Soccer Practice in outfield	TBD	August 1 – TBD	Synthetic Turf
Field 3	Soccer through Adult	TBD	TBD	Synthetic Turf
Crestwoods Park – 1818 6th Street, Kirkland				
Field 1	Softball through Adult	65 & 60' Base Path 50' & 43' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield No Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
Field 2	Softball through Adult	65 & 60' Base Path 50' & 43' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield No Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
Field 3	Multi-Use Soccer/Lacrosse through Adult	Portable Goals	March 1 – Oct 31	Grass No Fence
Field 4	Up to U10 Baseball & Select Softball	60' Base Path 46' Rubber	March 1 – July 31	Dirt Infield/Grass Outfield 200' Fence
	Youth Soccer In Outfield		August 1 – Oct 15	Grass Outfield
Everest Park – 500 8th Street South, Kirkland				
Field 1	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path, 43' Rubber, 46' Temp	Mar 1 – Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field 2	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path 46' Rubber	Mar 1 – Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field 3	Up to Collegiate Softball Games & Tournaments	60' Base Path 40' & 43' Rubber	Mar 1 – Oct 15	Dirt Infield/Grass Outfield 200' Fence
Field 4	Up to U12 Baseball & Collegiate Softball Games & Tournaments	60' Base Path 43' Rubber, 46' Temp	Mar 1 – Oct 15	Dirt Infield/Grass Outfield 200' Fence
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City of Kirkland Parks With Fields (continued)

(NOTE: All City fields close annually approximately September 30th or October 15th for maintenance.)

	Common Seasonal Uses/Limitations	Existing Amenities (Lights at Lee Johnson)	Approximate Seasons	Field Type/Area
Highlands Park – A Neighborhood Park - 11210 NE 102 nd Street, Kirkland				
One Field	Practice use up to U10 Baseball & Youth Softball	Backstop	March 1 – July 31	Dirt Infield/Grass Outfield
	Practice youth soccer in Outfield		August 1 – Oct 31	Grass Outfield
Juanita Beach Park – 9703 NE Juanita Drive, Kirkland				
Field 1	Up to U10 Baseball & Youth Softball	60’ Base Path 46’ Rubber	March 1 – July 31	Dirt Infield/Grass Outfield Fence
	Pee Wee/Micro Soccer in outfield		August 1 – Oct 15	Grass Outfield
Field 2	Up to U10 Baseball & Youth Softball	60’ Base Path 46’ Rubber	March 1 – July 31	Dirt Infield/Grass Outfield Fence
	Pee Wee/Micro Soccer in outfield		August 1 – Oct 15	Grass Outfield
Field 3	Practice, Multi-Use Youth Sports		March 1 – Oct 31	Open Space – Grass
Lee Johnson Field at Peter Kirk Park – 202 3 rd Street, Kirkland				
One Field	U13+ Baseball Games & Tournaments	80’ & 90’ Bases 54’ & 60’6” Rubber	Mar 15 – July 31	Dirt Infield/Grass Outfield Fence Lights
	Adult Softball	65’ Bases, 50’ Rubber	Aug 1-Sept 30	
Spinney Homestead Park – A Neighborhood Park – 11710 NE 100 th Street, Kirkland				
One Field	Practice use up to U10 Baseball & Youth Softball		March 1 – July 31	Dirt Infield/Grass Outfield
	Practice youth soccer in Outfield		August 1 – Oct 31	Grass Outfield
Terrace Park – A Neighborhood Park – 10333 NE 67 th Street, Kirkland				
One Field	Practice, Multi-Use Youth Sports		March 1 – Oct 31	Grass
Lake Washington School District Kirkland Area Schools with Fields				
All coordinated by the City. Fields with “*” are also maintained by City. All others are maintained by District. All fields close to use approximately October 15 th or October 31 st annually.				
	Common Seasonal Uses/Limitations	Existing Amenities (Lights at Lee Johnson)	Approximate Seasons	Field Type/Area
High Schools				
International/Community School – 11133 NE 65 th Street, Kirkland				
One Field	T-Ball/Soccer Practice	Open Space	March 1 – Oct 31	Open Grass Field
Emerson* - 10903 NE 53 rd Street, Kirkland				
One Field*	T-Ball/Soccer Practice	Backstop	March 1 – Oct 31	Grass Field
Juanita – 10601 NE 132 nd Street, Kirkland				
Field 1	High School Level Softball	60’ Bases 43’ Rubber	TBD	Synthetic Turf 200’ Fence
Field 2	High School Level Baseball	80’ & 90’ Bases 54’ & 60’6” Rubber	TBD	Synthetic Turf
Field 3	TBD	TBD	TBD	Synthetic Turf
Stadium not available through Joint Use Agreement. Contact High School directly.				
Lake Washington – 12033 NE 80 th Street, Kirkland				
Field 1	High School Level Baseball	90’ Bases 60’6” Rubber	March 1 – Sept 30	Synthetic Infield, Grass Outfield Fence
Field 2	High School Level Softball	60’ Bases, 43’ Rubber	March 1 – Sept 30	Synthetic Infield, Grass Outfield Fence
Stadium not available through Joint Use Agreement. Contact High School directly.				
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Lake Washington School District Kirkland Area Schools with Fields *(continued)*

All coordinated by the City. Fields with "*" are also maintained by City. All others maintained by District.
Except Synthetic Turf Fields, all fields close to use approximately October 15th or October 31st annually.

	Common Seasonal Uses/Limitations	Existing Amenities <i>(Lights at Lee Johnson)</i>	Approximate Seasons	Field Type/Area
Middle Schools				
Finn Hill* – 8040 NE 132 nd Street, Kirkland				
Field 1*	Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2*	Baseball/Softball	60' Bases 43' & 46' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Football Fld	Lacrosse/Football/Soccer		March 1 – Oct 31	Grass
Track	Track		March 1 – Oct 31	Cinder
Kamiakin – 14111 132 nd Ave NE, Kirkland				
Field 1	Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2	Baseball/Softball	60' Bases, 43' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Open Space	Open Space		March 1 – Oct 31	Grass
Football Fld	Lacrosse/Football/Soccer		March 1 – Oct 31	Grass
Track	Track		March 1 – Oct 31	Cinder
Kirkland* - 430 18 th Ave NE, Kirkland				
Field 1*	Baseball	80' & 90' Bases 54' & 60'6" Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Field 2*	Baseball/Softball	60' Bases 43' & 46' Rubber	March 1 – Oct 15	Dirt Infield, Grass Outfield
Football Fld	Lacrosse/Football/Soccer		March 1 – Oct 31	Grass
Track	Track		March 1 – Oct 31	Cinder
Elementary Schools				
AG Bell – 11212 NE 112 th Street, Kirkland				
Field 1	Tball/Soccer Practice		March 1 – Oct 31	Dirt Field
Field 2	Tball/Pee Wee Soccer	Goals and Backstop	March 1 – Oct 15	Grass Field
Ben Franklin* - 12434 NE 60 th Street, Kirkland				
Field 1*	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Grass Field
Field 2*	Up to U10 Little League/Soccer Practice		March 1 – Oct 31	Grass Field
Carl Sandburg – 12801 84 th Ave NE, Kirkland				
Field 1	Up to U10 Little League/Soccer Practice	Goals and Backstop	March 1 – Oct 31	Dirt Field
Field 2	T-Ball/Pee-Wee Soccer		March 1 – Oct 31	Grass Open Space
Helen Keller – 13820 108 th Ave NE, Kirkland				
Field 1	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt Field
Field 2	Soccer Practice	Goals	March 1 – Oct 31	Dirt Field
John Muir – 14012 132 nd Ave NE, Kirkland				
One Field	Up to U8 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt Field
Juanita* - 9635 NE 132 nd Street, Kirkland				
Field 1 (Rear)*	T-Ball/Pee-Wee Soccer	Backstop	March 1 – Oct 31	Grass Field
Field 2 (Front)	T-Ball/Pee-Wee Soccer	Backstop	March 1 – Oct 31	Grass Field
Lakeview* - 10400 NE 68 th Street, Kirkland				
One Field	Up to U10 Little League or U12 Softball, Lacrosse, Soccer Practice	Goals and Backstop	Year Round	Synthetic Field

Lake Washington School District Kirkland Area Schools with Fields *(continued)*

All coordinated by the City. Fields with “*” are also maintained by City. All others maintained by District.

All fields close to use approximately October 15th or October 31st annually

	Common Seasonal Uses/Limitations	Existing Amenities (Lights at Lee Johnson)	Approximate Seasons	Field Type/Area
Mark Twain* - 9525 130 th Ave NE, Kirkland				
Field 1*	T-Ball/Micro Soccer	Backstop	March 1 – Oct 31	Grass Field
Peter Kirk* - 1312 6 th Street, Kirkland				
Field 1*	Up to U10 Little League/Soccer	Goals	March 1 – Oct 31	Grass Field
Field 2*	Up to U10 Little League/Soccer	Goals	March 1 – Oct 31	Grass Field
Rose Hill* - 8110 128 th Ave NE, Kirkland				
Field 1	T-Ball/Soccer Practice	Backstop	March 1 – Oct 31	Grass
Field 2*	T-Ball/Soccer Practice	Open Space	March 1 – Oct 31	Grass
Robert Frost – 11801 NE 140 th Street, Kirkland				
One Field	T-Ball/Micro Soccer	Goals and Backstop	March 1 – Oct 15	Grass
Thoreau – 8224 NE 138 th Street, Kirkland				
Field 1	Up to U10 Little League/Soccer Practice	Backstop	March 1 – Oct 31	Dirt
Field 2	Soccer Practice	Goals	March 1 – Oct 31	Dirt

HOW TO CHECK FIELD/SPECIFIC DATE AVAILABILITY

Contact staff for current field availability by email or phone at FieldRentals@kirklandwa.gov or (425) 587-3330. For on-going users, for efficiency and to ensure a team’s status within an organization, communication is funneled through one primary contact per organization, most commonly the league president. Coaches are to funnel team requests through the primary contact and the primary contact is the only individual who may seek permitted field use field use changes and additions.

Note availability is not guaranteed, and openings can be taken at any time by the first person to apply.

FIELD PERMITTING, ALLOCATION PROCESS & TIER PRIORITIES

Permitting use of athletic fields can occur in two different ways, depending on the timing of the need and type of use:

1. Organizations seeking field space for leagues or similar use can be considered during the twice per year allocation periods.
2. Organizations or individuals seeking single-day use of an athletic field can be considered after the allocation process is complete on a first-come, first-served basis.

Allocation Process for Organized Use

The athletic field allocation process is designed for organized groups seeking permitted use on an ongoing basis, typically over multiple days, months, and/or fields. Athletic field allocations happen twice annually with two seasons:

- First Season is approximately January 1 to July 31, plus summer camps
- Second Season is approximately August 1 to December 31

To request permitted use, organized groups must complete a field use application available [here](#). Applications for the First Season are generally due in early December. Applications for the Second Season are generally due in early May. Exact deadlines are published on the website annually.

To be considered in the allocation process, applicants must follow all requirements outlined in the Application Deadline and Requirements section below and meet submission deadlines posted on the website. Late applications will be considered after the allocation process is complete, on a first-come, first-served basis.

The City's Athletic Field Use Coordinator will consider applications primarily based on applicant tiers, as explained below. Other considerations include:

- Safety and appropriate use of fields
- Diversity of sport, participant gender and age

If a field can accommodate a particular sport without compromising safety or damaging a field, applications for use will be considered. The Athletic Field Use Coordinator has discretion to determine if a sport is appropriate and can safely be played on a particular field.

Applicant Tiers

The applicant tiers listed below are used during the allocation process. After the allocation process is complete, new applications do not supersede others, even if they fall into a higher applicant tier.

Please note: The tiers are listed in the order they will be ~~allocated~~ considered, with the first tier first, second tier second, and so on.

Field use applicant priority consideration is as follows:

1. First Tier
 - A. City of Kirkland and LWSD programs and events*
2. Second Tier (Local non-profit league use)
 - A. Youth Recreational
 - B. Youth Select
 - C. Adult
3. Third Tier (Non-local, non-profit league use)
 - A. Youth Recreational
 - B. Youth Select
 - C. Adult
4. Fourth Tier
 - A. Non-profit youth clinics and camps
 - B. For-profit organizations

* Per the City-School Partnership Agreement between the City of Kirkland and Lake Washington School District, LWSD-sponsored programs have priority for use of District-owned fields and athletic facilities. District programs and activities have the right to preempt other users upon giving advance notice, except in extraordinary circumstances when advance notice is not possible.

City-sponsored programs have priority for use of City-owned fields and athletic facilities. City programs and activities have the right to preempt other users upon giving advance notice, except in extraordinary circumstances when advance notice is not possible.

Game needs are considered a higher priority over practice uses and tournaments are considered a higher priority during off seasons.

Requests which are for uses other than those a field was originally constructed for of a field will be considered based upon field limitations, availability, safety, and potential field impacts. While every effort will be made to consider every request for field use, there is no guarantee all requests will be accommodated, or accommodated as requested. Some requests may be denied altogether. Special Event Use, social, informal use of a field may be considered upon request. Special Event application process applies for Special Event needs. Facility Use Application, Permit, and guidelines apply to social uses. Visit the City of Kirkland website for [Special Event](#) guidelines, forms and application instruction.

“Local” is defined as a league/organization comprised of 65% or greater participants who reside within the City limits of Kirkland when requesting use of a City field, or within the boundaries of LWSD, when requesting use of a District field. Rosters are required seasonally, per program, to receive a local designation and will be audited.

No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this policy on the basis of sex, gender identity, gender expression, race, color, religion (creed), national origin, age (except minimum age) and retirement provisions, marital status, sexual orientation, military status, or the presence of any sensory, mental, or physical disability.

TIER 2 ASSISTANCE PILOT PROGRAM

The City of Kirkland prides itself on being a welcoming and inclusive city and acknowledges sport interests have diversified since inception of many fields. To blend these two philosophies and to foster the growth of successful new athletic trends, Kirkland Parks and Community Services is conducting a pilot program and offering new, non-profit recreational programs an opportunity for temporary two-year status as a Tier 2 applicant for consideration during the field allocation and scheduling process.

The anticipated result of connecting unique and emerging sports with Kirkland’s athletic field(s) is successful programs will gain a foothold in Kirkland and by year 3 be able to maintain Tier 2 status independently.

Organizations qualified to apply must meet the following requirements:

1. Non-Profit Status
2. Minimum Participant Residency
3. Uniqueness of Program
4. Marketing Campaign with a Kirkland Resident Focus
5. Partnering with Kirkland Parks and Community Services to offer recreational programs is also encouraged.

Complete requirement details, additional program information and application materials are available on the [City’s website](#).

TITLE VI/NON-DISCRIMINATION

It is the City of Kirkland’s policy to ensure full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination. No person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible or resulting from this policy on the grounds of sex, race, color, creed, national origin, age (except minimum applicant age) and retirement provisions, marital status, or the presence of any sensory, mental or physical handicap. For additional Title VI information, visit the City’s website: <https://www.kirklandwa.gov/Site-Header/Footer/Title-VI-Non-Discrimination>. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City of Kirkland. For questions regarding Kirkland’s Title VI Program, or to file a complaint with the City of Kirkland, please contact the Title VI Coordinator at (425) 587-3831 or TitleVICoordinator@kirklandwa.gov.

FIELD USE SEASONS, ALLOCATION DEADLINES AND APPLICATION REQUIREMENTS

FIELD USE SEASONS

Formal athletic field use is split into two seasons:

- First season January 1 through July 31st.*
- Second season is approximately August 1st through the end of the year.

Field opening and field closing dates vary per field. A detailed list of field opening and closing dates is available [here](#), in the City of Kirkland Field Inventory document.

*Summer camp applications may be submitted as part of the First Season allocation period.

ALLOCATION PERIODS AND DEADLINES

To apply to be considered as part of the formal field allocation process, applications for field use during the First Season are due by approximately December 1st, and for the Second Season by May 1st (exact dates may vary annually and are published on the website). Leagues are responsible for submitting complete application materials by the published deadline to be considered during the allocation process. See the Application Requirements section below for further instruction regarding application requirements.

Applications for field use can also be submitted beyond the allocation deadline and outside of the allocation process. Those not received during the allocation period will be considered after the allocation process is complete, first come, first served. For applications outside of the allocation period, league and other high-risk use applications must be submitted a minimum of 30 calendar days prior to the requested date of use. Applications for informal, social use of a field must be submitted a minimum of 8 calendar days in advance.

APPLICATION REQUIREMENTS

To submit an application for one-time social uses, skip to the end of this section.

To apply as a league, a league must be in good standing status and applicants must meet the requirements outlined within.

The league is responsible for applying for fields/sites appropriate for the type of program and the program's size needs, for the age group and skill level of participants. Programs which are inappropriate uses, exceed field limitations or dimensions, or are a safety and property concern will be denied. Improper representation or use by a league is not permissible and may result in complete cancellation of a league's use for a season or more. **See the field inventory document on the City's website for limitations and amenities offered at each field.**

The application materials below are required for league/athletic organizations. Materials are available on the City's website at www.kirklandwa.gov.

1. Athletic Field Use Application Form
2. League Roster
3. Certificate of Insurance and Additional Insured Endorsement (insurance requirements are detailed below) (a requirement which applies to high risk programs or uses)
4. Signed Gender Equity Compliance Statement (*a requirement of all leagues*)
5. Signed Zackery Lystedt/Concession/Head Injury and Sudden Cardiac Arrest Compliance Statement (*a requirement of youth, non-profit leagues*)
6. Rental Fee

1. **ATHLETIC FIELD USE APPLICATION** - An Athletic Field Use Application is available by clicking here: <https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Rent-a-Parks-Facility-or-Athletic-Field/Rent-an-Athletic-Field/Athletic-Field-Use-Application>.
 - **One application for each program or tournament, per age group is required.**
 - **All time needed on-site must be requested within the application, including equipment set-up, team warm-ups, practice/game time and breakdown.**
2. **LEAGUE ROSTER** - A league roster must be submitted as an Excel spreadsheet that includes the full league's names of players, players' home addresses, and the schools they attend. The entire league roster is required to verify league size and league residency during the allocation process. If the entire league is not requesting athletic field access, if only a portion of the league is, within the roster team distinction of those seeking Kirkland fields is required. If an application is submitted outside of the allocation window and local status is not desired, team rosters would be sufficient. Rosters will be verified.

3. **INSURANCE REQUIREMENTS** - Organizations/ leagues and high-risk users are required to secure and maintain, at no expense to the City of Kirkland, a comprehensive general liability insurance policy issued by one or more companies authorized to do business in the State of Washington. Insurance requirements are as follows:
- Insurance Provider with no less than an A.M. Best rating of A-VII authorized to do business in the State of Washington
 - General Liability Insurance
 - \$2,000,000 General Aggregate
 - \$1,000,000 Per Person, Per Incident
 - City of Kirkland named as Additional Insured
 - The type of event and all activities applied for must be uses covered by the policy.
 - If requesting a Lake Washington School District site, the Lake Washington School District, its Board, Officers and Volunteers must also listed as Additional Insured (in addition to the City)

Two documents are required, a Certificate of Insurance and an Additional Insured Endorsement. Example documents are available by clicking here:

- <https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/insurance-requirements-for-city-of-kirkland-athletic-field-use.pdf>
- <https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/insurance-requirements-for-lake-washington-school-district-athletic-field-use.pdf>

Insurance verification is conducted at the time of application review. The organization, league coordinator or president shall, at the time of application submittal, file with the City the Certificate of Insurance and Additional Insured Endorsement documents detailing coverage current from the start date of field use through the end date. Use is not be permissible without proper, current insurance on-file. It is up to the league to maintain current proof of insurance on file with the City, prior to expiration. Use is required to be immediately cancelled if renewal documentation is not provided to the City.

4. **GENDER EQUITY AND LYSTEDT LAW CONCUSSION/HEAD INJURY, SUDDEN CARDIAC ARREST COMPLIANCE STATEMENTS** - In 2009, Washington State House Bill 1824, the Zackery Lystedt Law (head injury and concussion law), the Sudden Cardiac Arrest Law, and House of Representative Bill ESSB 5967, the Gender Equity Bill, were passed. The City of Kirkland Parks Department has a vested interest in ensuring not only that City programs operate with these laws in practice, but also that athletic organizations receiving field use approval from the City are operating with the same laws in practice as well. Annually, all league users must agree via Compliance Statement(s) these laws are fully enforced and in practice within their organization. The Zackery Lystedt Law Head Injury and Sudden Cardiac Arrest and Gender Equity Act information sheets and Compliance Statements are available by clicking here: <https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/gender-equity-agreement.pdf> and here: <https://www.kirklandwa.gov/files/sharedassets/public/parks-amp-comm-services/lystedt-law-agreement.pdf> and by request.

Lystedt Law – Concussion / Head Injury and Sudden Cardiac Arrest Policy

The Zackery Lystedt and Sudden Cardiac Arrest Law requires all non-profit, **youth** programs that use publically owned playfields be in compliance with policies for the management of sudden cardiac arrest, concussions and head injuries in youth sports. Each private, non-profit **youth** sports group requesting fields will need to comply and verify via a Compliance Statement with the following requirements:

- All coaches, athletes and their parents/guardians must comply with mandated policies for the management of sudden cardiac arrest and concussions and head injuries as prescribed by House Bill 1824
- All coaches (paid or volunteer) are required to be educated in the nature and risk of sudden cardiac arrest and concussion or head injury prior to the first practice/competition
- Athletes and their parents/guardians within organizations are required to annually be informed about the nature and risk of sudden cardiac arrest and concussions and head injuries
- Leagues, parents/guardians are responsible to immediately remove any athlete showing signs or symptoms of sudden cardiac arrest or concussions/brain injury and are not allowed to permit the athlete to return to

play until written clearance has been received by the league from a license health care provider trained in the evaluation and management of such injuries

Gender Equity Act, House of Representatives ESSB 5967

The Washington Constitution and statutory law prohibits discrimination based on sex. In 1972, Washington voters approved the Equal Rights Amendment to the Washington Constitution. The Equal Rights Amendment provides that “equality of rights and responsibilities under the law shall not be abridge on account of sex.”

- Cities, towns, counties and districts are prohibited from discriminating against any person on the basis of sex in the operation, conduct, or administration of community athletics programs **for youth or adults**.
- District means a metropolitan park district, park and recreation service area, or park and recreation district.
- A third party, receiving a lease or permit for a community athletics program on a City of Kirkland site or Lake Washington School District site, also may not discriminate against any person on the basis of sex in the operation, conduct participation or administration of the program.
- Leagues are required to confirm via a signed Compliance Statement their group does not discriminate against any person (or group) on the basis of gender in the operation, conduct or administration of their program and is required to confirm the league is operated in a manner that promotes equal opportunities.

- 5. RENTAL FEE** - For organizations new to the City of Kirkland parks and Community Services Department and applicants who are seeking a single use, the rental fee is due at the time of permit issuance. Established leagues in good standing with on-going use of fields will be invoiced for field use periodically throughout the season. New applicants and leagues not in good standing will be required to pay for all permitted dates at the time of permit issuance. Please see the “Fees and Charges” section below for specific rental fee rates and due dates.

The following are required for all social use applicants:

1. Athletic Field Use Application – One application form per use.
2. Rental Fee
3. Additional requirements may apply, depending on type of event, attendance and requested activities.

NEXT STEPS IN ALLOCATION AND PERMITTING PROCESS

The Program Coordinator will review and consider all applications received by the allocation deadline for the upcoming season and will equitably best allocate and assign game and practice dates and times per the tier level of consideration, Kirkland’s Field Use Policies, application requirements, safety / field impacts, and guidelines outlined within. Allocations are based on leagues in good status meeting all application requirements, the total number and types of requests received, field availability, roster review and tier levels assigned and potential impacts of use. Not all uses are guaranteed to be accommodated, nor are applicants guaranteed to receive the date, times, locations, and quantity of field time requested.

Assignments approved during the allocation process will be provided to applicants via a City of Kirkland issued Facility Use Permit. Permits include approved park locations, fields, dates, times, and service levels. Whenever possible, the field allocation process will be complete and field permits will be distributed to leagues for acceptance by approximately February 1st for the first season and by July 1st for the second season. For applicants who apply outside of the allocation process, approved permits will be provided within one week from receipt.

Next the league will be required to initial and sign their permit(s) to accept assigned fields as is, or if they do not agree to the assignments provided, they are required to return unwanted assignments or requested edits in writing by the deadline outlined each season.

Permits accepted by the league are the legal and financial responsibility of the league, time used or not. Dates and times returned as instructed during the allocation process will not be the responsibility of the originally assigned league and will be redistributed to others. Additional dates and times returned may be refunded to the league depending on the timing of a return or cancellation per the Cancellation Policy below. Once a slot is returned and the cancellation policy is applied, the connection the original league had to the date ends.

League representatives (coaches/managers) are required to have copies of City of Kirkland issued Facility Use Permits in hand while on site at a field. Permits are distributed by email and copies of permits are also available on an on-going basis within a league's Kirklandparks.net account. KPCS staff may assist a league with access to their account by calling (425) 587-3330 or emailing FieldRentals@kirklandwa.gov.

NO SHOWS

No shows or non-use of an assigned field is inefficient use of City staff and resources. Leagues with multiple "no shows" in a season may be assessed an additional fee and may be sanctioned with additional consequences such as revocation of field time in the current season. The league may also fall into an unfavorable league status with the City, which would have an impact on the league's future allocation potential.

SUBLETTING/TRADING

Subletting and trading between leagues *is not allowed* nor may a field go unused. Unneeded time is required to be returned to the City. Subletting may result in immediate revocation of a league's use.

GAME AND TOURNAMENT SCHEDULE REQUIREMENTS,

Organizations are required to submit a full season master schedule of game times per park via an Excel spreadsheet by a minimum of three weeks prior to season commencement or one month prior to the first date of a tournament. The spreadsheet is to include specific game details including park name, field number, game date, start and end time (including equipment set-up and team warm-up through cool down), base length, pitching distance, and assigned teams. Once schedules are received, excessive changes to times and base or pitching length details may assess a \$25 Administrative Fee. During the regular season, the league is responsible for keeping the City up to date on any service level changes to an existing booking by two business days prior to the game date (i.e. a change in base lengths, a change from a practice to a game).

MID-SEASON NEW BOOKING REQUIRED TIMELINES

Leagues are vetted during the allocation process. Vetted leagues may request additional field time through a fresh application process. Regular season new bookings by an established, vetted league may be considered if a request is received with a minimum of 8 days' notice. Please use the Mid-Season Athletic Field Use Vetted League Application Form available on the City's website here to apply.

New leagues requesting field use mid-season who were not included in the seasonal allocation period and who are therefore not vetted, may apply for field use by 30 calendar days prior to the first use requested. Follow the application requirements outlined above and visit the City's website here to apply. After a new league is vetted, they are then welcomed to reapply for additional time during the season up to 8 days in advance.

FEES AND CHARGES

Fees are assessed for all field use. All time needed on-site must be requested and paid for, including equipment set-up, warm-ups, practice/game, and breakdown. Standard field use fees are outlined below. Activities requiring additional field preparation, or a higher level of use may be assessed additional fees. City of Kirkland Parks and Community Services reserves the right to increase usage fees when the department may incur additional cost. Fees are subject to change without notice.

Services available at District sites maintained by the City are limited. Not all City maintained District sites have the same service options as City locations. Please inquire with staff at FieldRentals@kirklandwa.gov (425) 587-3330 regarding District locations and what services are available per site.

Current Field Use Fees are detailed on the following page; however, fees are subject to change. A current Park User Fee schedule is maintained on the City of Kirkland website.

2023 Field Use Fees - Per Hour, Two Hour Minimum		Resident	Non-Resident
Premium Fields	Regular Rate	\$30	\$36
	Non-Profit Rate	\$18	\$22
Class 1 Fields	Regular Rate	\$25	\$30
	Non-Profit Rate	\$18	\$22
Class 2 Fields	Regular Rate	\$22	\$27
	Non-Profit Rate	\$12	\$15
Class 3 Fields	Regular Rate	\$19	\$23
	Non-Profit Rate	\$9	\$10
132nd Square Park Fields 2 & 3	Regular Rate	\$40	\$48
	Non-Profit Rate	\$65	\$72
Lakeview Elementary Field	Regular Rate	\$42	\$60
	Non-Profit Rate	\$35	\$42
Lake Washington High School Fields 1 and 2	Youth	\$45	\$60
	Adult	\$80	\$100

Add On Fees / Services	Resident Rate	Non-Resident Rate
Game Prep Fee Per Prep	\$30	\$36
Tournament Game Fee Per Game	\$25	\$30
Light Fee Per Hour	\$25	\$25

Athletic Field Categories						
<u>Premium</u>	<u>Class 1</u>	<u>Class 2</u>	<u>Class 3</u>	<u>132nd Square Fields 2 & 3</u>	<u>Lakeview Elementary</u>	<u>Juanita & Lake Washington High School</u>
Lee Johnson Field	Crestwoods Park Fields	132 nd Square Park Field 1	AG Bell Elementary	132 nd Square Park Fields 2 & 3	Lakeview Elementary	Juanita High School Field 1
	Everest Park Fields	Ben Franklin Elementary	Carl Sandburg Elementary			Juanita High School Field 2
		Emerson	Finn Hill Middle – Football Field & Track			Juanita High School Field 3
		Finn Hill Middle Fields 1, 2	Helen Keller Elementary			Lake Washington High School Field 1
		Highlands Park	Henry Thoreau Elementary			Lake Washington High School Field 2
		Juanita Beach Park	International Community School			
		Juanita Elementary – Rear Field 1	John Muir Elementary			
		Kirkland Middle Fields 1, 2	Juanita Elementary – Front Field 2			
		Mark Twain Elementary	Kamiakin Middle – All Fields			
		Peter Kirk Elementary	Kirkland Middle – Football Field & Track			
		Rose Hill Elementary Field 2	Robert Frost Elementary			
		Spinney Homestead Park	Rose Hill Elementary Field 1			
		Terrace Park				

PAYMENTS AND LEAGUE INVOICING

Payment is due in advance of use. For returning established league users routinely included in the allocation process, fees will be invoiced per the schedule below. Invoices will detail the season's use, applicable fees and the date the payment is due.

For new applicants, camps, one-time, occasional users, and leagues not in good standing, payment is due in full at the time of permit issuance.

Payment not received by the payment deadline will affect a league's standing for the following season(s).

For full cancellations, during the allocation process a refund may be possible depending on the timing of the cancellation. Outside of the allocation process window, the cancellation policy below strictly applies.

Any credits/deposits held mid-season will be applied to the final invoice.

<u>First Season</u>	
Athletic Field Rental Dates	Payment Due Date for Allocated Leagues
January 1 through February 29	December 15
March 1 through April 30	February 15
May 1 through June 30	April 15
July 1 through August 30	June 15
<u>Second Season</u>	
Athletic Field Rental Dates	Payment Due Date for Allocated Leagues
August 1 through September 30	July 15
October 1 through November 30	September 15
December 1 through December 31	November 15

CANCELLATION AND FIELD SERVICE CHANGES POLICY

Cancellations

A cancellation of a scheduled use must be made in writing, by email to FieldRentals@kirklandwa.gov. Leagues assigned field use through the allocation process who return fields by the deadline defined by staff during the allocation process period will not accrue charges. Beyond the allocation period, the following cancellation fees apply:

- Written notice received at least 90+ days prior will be refunded 100% of all rental, game prep and light fees, less a \$25 Administrative Fee per cancellation request.
- Written notice received at least 31 to 89 days prior will be refunded 50% refund of the hourly rental fees and all game prep and light fees, less a \$25 Administrative Fee per cancellation request.
- Written notice received at least one business day to 30 days in advance of use will receive a game prep and light fee refund, however no hourly rental fee refund. A \$25 Administrative Fee per cancellation request may also apply.

Mid-Season Changes

Full season game schedules are due three weeks prior to the start of the season. Tournament schedules are due 30 calendar days prior to the first tournament date. A partnership of efficient and respectful use of city staff is expected. Once schedules are received, excessive adjustments to permitted times and base or pitching length details may assess a \$25 Administrative Fee per request.

MAINTENANCE/GAME SERVICES, LIMITED PLAY AND FACILITY CARE

Maintenance at City fields is conducted by the City. Maintenance at District sites is conducted by the District, except at Emerson High School, Finn Hill Middle School Fields 1 and 2, Kirkland Middle School Fields 1 and 2, Ben Franklin Elementary Fields 1 and 2, Juanita Elementary rear field, Lakeview Elementary, Mark Twain Elementary, Peter Kirk Elementary, and Rose Hill Elementary Field 2. The City, through the City/District Interlocal Agreement, provides maintenance of these District fields. City fields used for league game use will be maintained by the City at game standard.

Fields booked for practice sessions may be dragged but will not be lined or based. Daily dragging is provided when field conditions and staff/booking times permit.

Baseball and softball games, on City fields, will be prepped for by City staff when requested by leagues in advance (game dimension needs, and game schedules must be on file). Paid for prepping services include lining a field and proper base placement. Leagues are responsible for providing the Program Coordinator game need details (base length and pitching rubber needs) for the entire season by the seasonal deadline. League volunteers are welcomed, with prior written agreement with the City and training of volunteers provided by the City, to conduct independent game prep only services.

City and District staff control use of facilities and reserve the right to limit the amount of play on a sport field during any given season. Field use may be limited to prevent excessive wear, to prevent potential damage, and out of consideration of maintenance resources. Potential wear impacts include:

- size and number of users
- type of use
- frequency of use
- weather conditions
- type of sports equipment to be used
- existing condition of the site
- safety

Leagues are required to rotate drills/warm-ups around a playing field to prevent deep wear from over use in any one area of a field.

Fields cannot be modified, improved, dug in to, repaired, wrongly used or modified in any way without advance written permission from the City or District. The cost for repairs to correct damage caused by a league (volunteer, parent, player, etc.) will be the responsibility of the league. Leagues are responsible for educating volunteers, umpires, coaches, parents and visitors about monitoring players and their actions while on a field, in a dugout, etc. For example, a little t-baller standing in one spot digging during an entire inning can cause damage to the field, a visiting team warming up in the wrong area can cause damage, as can volunteers who spreads chalk on the lawn, move water off a field incorrectly, or fill holes with gravel.

Garbage, restroom and concession stand topics are covered below.

GAME TIMES AND FIELD ACCESS

Specific game time options for each field will be determined by the City each season. Times available can vary from season to season. At a minimum, game times cannot be before 9am on any field and use must end by dusk on unlit fields and by 11pm on Lee Johnson Field (without exception, per City ordinance, lights shut off strictly at 11pm).

The time before, after and in-between games is not available (unless two back to back time periods are scheduled). Early arrival or overstay may impact other users or the crew to be able to properly prepare the field. Field use is permissible within the permitted time for each league only. The permitted time is to include equipment set-up, team warm-ups, and full game time. City crew may ask a group to not enter early or to exit a field if necessary.

Teams are not allowed to warm up or conduct infield use while maintenance crew are prepping an infield. Light warm up activities may be allowed in the outfield if the use doesn't interfere with maintenance crew responsibilities or safety. A team can be removed from the field if safety issues arise or maintenance is interfered with. Warm-ups in the outfield are permissible at the discretion of City staff.

Drop-in use is not allowed. Teams may not use ballfields unless prescheduled.

Coaches/Managers are required to carry a copy of the league's City of Kirkland issued field use permit while on-site. Use of fields is authorized for the date, time and field listed on the permit only. Permits are available within a league's account at KirklandParks.net.

FIELD CLOSURES, RAINOUTS AND THE RAINOUT LINE

City rainout evaluations are provided for game uses at locations where City staff provide game prepping services, including Lee Johnson, Everest Park, Crestwoods Park, 132nd Square Park and Juanita Beach Park. Once a field is serviced for use, rainout determinations will not be revisited and rainout decisions be left to the league or umpires to make on-site.

Leagues are responsible for independently determining if a site is too wet for use. If an infield is too wet, use of only the outfield is a possibility. If both the infield and outfield are too wet, use should be cancelled by the league altogether. Common sense applies - do not use a saturated field.

City of Kirkland staff will have final say on city field playability and safety during inclement weather conditions. District and City staff have final say on district field playability and safety. Once a field is officially closed, it cannot be used until reopened by the City or District. Closures may also result from poor playing conditions or out of concern use could potentially damage the field and create a hazard or the need for excessive repairs.

Damage that is caused by excessive or improper use or with disregard may result in a field being closed until repairs are complete and a league being assessed for the cost of repairs to bring the field back to a playable condition.

Leagues will not be contacted directly for field rainout notification. "Closed Field" signs will be posted on-site whenever possible and for locations monitored by City staff, field status will be available via the City's Ballfield Rainout Hotline. Individuals and leagues can call to check the status of a field at (425) 587-3345 or visit the [City's Ballfield Rainout Line webpage](#) for information, download an app to check the status by mobile phone, or can sign-up to receive text message and email notifications from the City's rainout service.

Use rained out by the City will be refunded to the league prior to the next billing cycle. Uses rained out by a league will remain an expense of the league unless a refund requested is submitted to the City within one week of the rained out use. It is the responsibility of the organization to submit a refund request form and to submit a rescheduling request at FieldRentals@kirklandwa.gov or (425) 587- 3330 within one-week of the rained out date.

RESTROOMS

Players, coaches, spectators, etc. must use appropriate restroom facilities. The outdoors may not be used. School restrooms/District building access is not included with any school field assignments, nor are restrooms available at every City site. To request a port-o-potty at a particular site, requests by the league to place a league provided port-o-potty unit on-site may be submitted in writing, a minimum of 10 business days in advance. If use of a unit is approved, the league will be responsible for the coordination of the port-o-potty including maintenance, billing and any issues or problems that arise throughout the season.

GARBAGE

Garbage produced during athletic field use can be a huge problem. At District sites, maintenance is provided at a minimum at several sites, not on weekends at all, and very minimally during school year breaks. At all locations (City and

District fields alike) leagues are asked to “pack it in, pack it out.” If garbage complaints are received, permission to use the site(s) may be immediately revoked and/or fees may be assessed. Leagues are asked to have teams walk the field, bleachers, dugouts, parking lot and park area for garbage and to pick up and remove all garbage and litter, to place garbage completely within a can and to remove garbage from the site entirely if the can is full. If a site is not left in a totally clean, damage free condition, maintenance fees can be assessed and/or field assignments can be revoked.

CONCESSION STAND CARE

For leagues with concessions, leagues and their concessionaires are responsible for cleanliness within the concession stand and within a minimum of 15’ surrounding the stand. Operators must dispose of packing materials, boxes, containers, etc. in a pre-approved dumpster on-site or they must remove all garbage. The City of Kirkland’s Public Works Department F.O.G. (Fats, Oils and Grease) Program regulations apply. Any damage or maintenance fees resulting from concession use will be the responsibility of the league.

STORAGE OF EQUIPMENT AND DELIVERIES

Loading, delivery, drop off and pick-up of equipment must occur within the league permitted and paid for timeframe. City staff is not authorized to accept deliveries. Equipment may not be left on-site after use or overnight. Any equipment left beyond is subject to removal and fines. Equipment left 30 days or more will be destroyed and/or donated. Equipment that may be left behind, if it must be removed by the City, will be subject to a \$75 an hour per crew person labor charge for removal of the equipment plus all expenses associated with the cost for dumping.

CLAIMS OF INJURY AND/OR DAMAGE (INJURY TO OTHER PERSONS OR DAMAGE OF OTHER PROPERTY)

Claims that may result from damage to field neighbors, to facilities, to vehicles or persons, etc. caused by a league or a league’s guest (especially as a result of improper conduct or use of a site) is the responsibility of the permitted league. Leagues are required to provide any person who asks, their league name, league contact email address and phone number, league insurance company name, policy number and insurance company contact information. Coaches must have this information on hand when using a field and must readily provide it if asked. Leagues are responsible for handling league caused claims.

Leagues are responsible not only for their actions while on a field, but for visiting teams’ actions while on a field as well. The user permitted by the City is ultimately responsible for the supervision of all use while on-site.

ADMISSIONS/DONATIONS

Teams or organizations hosting events with the intent of charging admission or accepting donations at the field for an event must receive preauthorization from the Parks and Community Services Department. The desire to charge an admission must be disclosed at the point of initial inquiry and at the time of application submittal. Additional requirements, permitting processes, and taxes may apply.

BUSINESS ACTIVITY/USE AND SOLICITATIONS

Solicitations are not allowed.

It is unlawful to conduct any type of business activity in any park without first entering into a concession contract, a Park Use Permit that approves the business use, or a Special Event Permit. Business activity shall include, but not be limited to, sale of food, beverages or merchandise, providing classes or other forms of instruction for a fee or other valuable consideration, or use of a park facility for advertising any business, product or service.

Park Use Permit and Special Event information is available

<https://www.kirklandwa.gov/Government/Departments/Parks-and-Community-Services/Special-Event-Services> or by contacting Special Project Coordinator at seklayssi@kirklandwa.gov or at (425) 587-3347.

Businesses/vendors seeking an opportunity to enter a possible contract to sell merchandise or services, may contact the Vendors in the Park Program Coordinator at (425) 587-3342.

EMERGENCY CANCELLATIONS BY THE CITY

The City or District, acting in good faith, may cancel use in circumstances where the facility or park becomes unsafe for the intended use. Such circumstances include but are not limited to: weather, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. If a use is cancelled by the City or District, the customer will receive 100% refund of the Rental Fee or the customer may choose to move their event to an alternative available date.

CAPACITY AND SKILL LEVEL/AGE APPROPRIATE USE

Capacity of sites is limited from park to park and will vary depending upon many factors, including available parking on-site, field/stand options, other events nearby, and the potential of neighborhood impacts. Requests may not be approved if the event does not meet a site's limitations. For safety reasons, applicants are required to select venues that are appropriate to the age, skill level and intended use of the field.

PARKING AND TRAFFIC CONTROLS

Users are asked to encourage carpooling and to remind parents, coaches, players and volunteers to follow parking laws. With the hope of preventing potential negative parking impacts, the City of Kirkland reserves the right to request large groups/events to create and provide effective plans for parking, traffic and crowd control. If an event is one larger in size, a parking plan or carpool agreement may be required. **Users are asked to schedule games, practices, etc. with sufficient time in-between groups exiting and arriving to provide maximum parking opportunities and to allow parking areas to clear smoothly in-between uses.**

AMPLIFICATION

Amplification (such as announcing players as they come up to bat) is allowed however on-going music is not. Out of respect for other park users and residential and business neighbors, field users are asked that the volume be kept at a low level, not audible 50' from the source, and ask amplification/announcements be minimal. All amplification must end by 10:00 p.m.

DOGS AND OTHER ANIMALS

Animals are not allowed on any athletic field area. Dogs are permissible in bleachers and other park areas, however they must be on a leash at all times. District rules regarding animals at District sites pertain.

ALCOHOL AND TOBACCO/SMOKING

Alcoholic beverages, in possession opened or unopened, are not permitted on any City or District field. Having alcohol at an athletic field would be in violation of local and state laws and may result in a police citation. City of Kirkland parks and District facilities are also smoke and tobacco free.

IMPORTANT MISCELLANEOUS "DAY-OF" RULES, RESPONSIBILITIES AND REMINDERS OF APPROVED USERS

Leagues are responsible for abiding by the following "day-of" rules of use and for passing these rules on to all coaches, umpires, volunteers, parents, etc.:

- Use is by permit only and isn't an option any earlier than 8am. Use must cease at dusk on unlit fields and use must end by City ordinance by 11pm on lighted fields.
- Kirkland Municipal Code Park Rules (Section 11.80) and posted rules on-site apply at all times in addition to those listed within. Additional Lake Washington School District rules of use apply to use LWSD sites.
- League coordinators, presidents, etc. are directly responsible for informing teams, coaches, representatives and league volunteers of City of Kirkland and Lake Washington School District policies regarding field rentals and usage.
- Field users (coaches and managers) are required to have copies of approved permits in hand during use. Organized use of fields may occur by permit only. Non-permitted use by a league/organization is strictly **not** allowed.
- At all times, teams, players, coaches, parents, etc. are to respect Lake Washington School District staff and City of Kirkland staff.
- Organizations should make any necessary changes, amendments or alterations to their league rules and regulations concerning the duration of games knowing a game may need to end before it's finished to accommodate dusk or to accommodate the need for maintenance between games.

- School District field use can be cancelled/bumped for a District program, activity or event at any time, and without advanced notice. School District needs take priority over community use at District sites. Users need to be prepared to leave a site immediately if asked to by District or City staff.
- Use of peripheral items or equipment, such as scoreboard controls, P.A. systems, City equipment/tools is permitted by special request only. All special requests must be made in advance. Authorized and trained personnel only can conduct use or operation of any peripherals.
- Share space with *permitted* users when required and safe to do so. Formal field use is allowed by permit only.
- Do not use a closed field.
- Teams are not allowed to warm up or conduct infield use while maintenance crew are prepping the infield. Light warm up activities may be allowed in the outfield if the use doesn't interfere with maintenance crew responsibilities or safety. A team can be removed from the field by City staff if safety issues arise or maintenance is interfered with.
- Batting Practice is NOT allowed on outfield grass.
- Leagues and Tournament Directors are responsible to ensure individual teams fully clean-up a site. After use, teams are required to walk the field, bleachers, dugouts, parking lot and park area for garbage, pick up and remove all garbage, and ensure all garbage is completely contained within a can and/or remove garbage entirely if necessary. If a site is not left in a clean, damage free condition, maintenance fees can be assessed to the permitted league and/or field assignments can be revoked.
- Treat field(s) respectfully. If damage is found, permission to use the site(s) may be revoked and fees assessed.
- Do not allow players to damage or dig in a field.
- Do not modify/"improve" a field in any way without prior written approval from the City or District.
- Site specific limitations apply to the use of synthetic fields (no metal cleats, water only, no gum or sunflower seeds, no pets, etc.). On-site signage regarding limitations must be reviewed and adhered to. Damages may be assessed to the league.
- Fences and backstops cannot be used for soft toss.
- Move warm-ups and drills around a field from day to day or week to week to prevent excessive wear.
- The City of Kirkland is not responsible for any personal property loss, damage to vehicles, etc. Cars should be parked correctly and safely with doors locked. Cars improperly parked can be towed.
- Damage that may occur (especially as a result of improper use) to neighbor dwellings/property, vehicles or persons, by the permitted league or by their visiting league will be the responsibility of the permitted league. Leagues are required to provide any person who asks their league name, their league contact email and phone number and their insurance company name, policy, and contact information. Coaches must have this contact information on hand when using a field. Leagues are responsible for quickly responding to all claims and handling those deemed valid.
- The City of Kirkland encourages coaches training in all programs utilizing City and District facilities.
- Remind players, coaches, volunteers, etc. to please be especially watchful for children when driving in/around parks.
- **Driving on lawn or fields is not allowed for any reason.**
- In the case of an athletic field emergency (such as a double booking, lights not on, sprinklers coming on), before 5pm weekdays, call Parks and Community Services at (425)587-3330. After 5pm, weekends and holidays, call the City of Kirkland Ball Field Emergency number at (425) 864-3431. This phone number is for day-of, site emergencies only. It is not for field scheduling nor is it for special requests. The crew will return a call if a voicemail message is left within approximately ten to twenty minutes.
- The City of Kirkland Ball Field Rainout Hotline is provided for rainout/closure information of City fields for softball and baseball uses and is available by phone at (425) 587-3345 or on the web at RainoutLine.com, the public can also sign-up to receive immediate notification of rainouts by email or text. The hotline is not updated for soccer, football, etc. use. Softball and baseball uses rained out *by the City of Kirkland* will not be charged for.
- Rainout notification at the high schools is with on-site signage. "Field Closed" signs must be respected. Use of a closed field may result in fees for damages and the loss of remaining permitted use.

ALTERNATE FORMAT

Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711 or for any other type of assistance, contact (425) 587-3330 or FieldRentals@kirklandwa.gov.



Kirkland Municipal Code Chapter 11.80 PARK RULES

11.80.010 Title of chapter.

This chapter may be cited as the park rules for the city of Kirkland. (Ord. 4334 § 6 (part), 2011)

11.80.020 Police power.

This chapter is hereby declared to be an exercise of the police power of the city for the public peace, health, safety and welfare and its provisions are to be liberally construed. (Ord. 4334 § 6 (part), 2011)

11.80.030 Definitions.

The terms herein used, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

(1) "Director" means the director of the parks and recreation department of the city as established by Chapter 3.68.

(2) "Park" means and includes all city parks and all areas within the boundaries of a city park, including structures, regardless of whether the area is under the management and control of the park and recreation department.

(3) "Park board" means the board of park commissioners as established and created by Chapter 3.36.

11/1/2019 KMC Chapter 11.80 PARK RULES

<https://www.codepublishing.com/WA/Kirkland/2/6>

(4) "Under control" means the animal is either under competent voice control or competent signal control, or both, so as to be restrained from approaching or injuring any bystander or other animal and from causing or being the cause of personal or physical property damage when off a leash.

(5) Wherever consistent with the context of this chapter, words in the present, past or future tenses shall be construed to be interchangeable with each other and words in the singular number shall be construed to include the plural. (Ord. 4593 § 1, 2017; Ord. 4334 § 6 (part), 2011)

11.80.040 Posting signs, posters and notices.

(a) It is unlawful for any person, without prior written permission of the director, to attach any notice, bill, poster, sign, wire, rod or cord to any tree, shrub, railing, post or structure within any park; provided, that the director may permit the erection of temporary directional signs or decorations on occasions of public celebration and picnics.

(b) It is unlawful for any person, without prior written permission of the director, to use, place or erect any signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in any park, or to place or erect in any park a permanent or temporary structure of any kind; provided, that before granting any such permit, the director shall establish general rules and regulations pertaining hereto, including provisions pertaining to removal, protection of the city park department and its employees, protection of the interests of the general public, and of persons using said park. (Ord. 4334 § 6 (part), 2011)

11.80.050 Injury to park property unlawful.

It is unlawful for any person to remove, destroy, mutilate or deface any structure, or any part of any structure, or any fixture therein, or attached thereto, or any monument, statue, vase, fountain, wall, fence, railing, vehicle, bench, shrub, tree, fern, plant, flower, lighting system or sprinkling system, or any other property lawfully located within any park. (Ord. 4334 § 6 (part), 2011)

11.80.060 Animals at large prohibited—Exceptions—Off-leash parks.

The provisions of Title 8 of the Kirkland Municipal Code shall apply in all parks. It is unlawful for any person to allow or permit any animal owned by him or within his possession or under his control to run at large in any park or enter any designated swimming area located therein. The director, acting pursuant to Section 11.80.220, may adopt rules prohibiting dogs or other types of domesticated animals from entering certain parks or certain portions of parks after consultation with the city council. Provided, dogs may be allowed off-leash in designated off-leash dog parks, or in specific portions of parks designated as off-leash, or in designated parks during park hours that have been specifically designated as off-leash hours, so long as the dog is under control of the owner or handler. (Ord. 4593 § 2, 2017; Ord. 4334 § 6 (part), 2011)

11.80.070 Firearms and explosives.

It is unlawful to shoot, fire or explode any firearms, fireworks, firecracker, torpedo or explosive of any kind or to shoot or fire any air gun, bows and arrows, B.B. gun, or use any slingshot or other propelling device wherein the applied human energy or force is artificially aided, directed or added to in any park, except in such designated

recreational areas as may by the department of parks and recreation be developed and provided for such activities. (Ord. 4334 § 6 (part), 2011)

11.80.080 Teasing, annoying or injuring animals prohibited.

11/1/2019 KMC Chapter 11.80 PARK RULES

<https://www.codepublishing.com/WA/Kirkland/> 3/6

It is unlawful for any person in any park, in any manner, to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl; or to catch any fish or feed any fowl except at those places as may be so designated for the catching of fish or the feeding of fowl by the director. (Ord. 4334 § 6 (part), 2011)

11.80.090 Certain vocations and loudspeakers prohibited.

It is unlawful to sell, solicit or peddle in any park without first obtaining a written permit from the director. It is also unlawful to operate or use any loudspeaker or sound amplification devices in any park without first obtaining a written permit from the director. (Ord. 4334 § 6 (part), 2011)

11.80.100 Business activity in parks.

It is unlawful to conduct any type of business activity in any park without first entering into a concession contract according to the rules and regulations of the parks and recreation department therefor with the city. As used in this section, "business activity" shall include, but not be limited to, the following:

- (1) Sale of food, beverages or merchandise;
- (2) Providing classes or other forms of instruction for a fee or other valuable consideration; or
- (3) Use of park facilities for advertising any business, product or service. (Ord. 4334 § 6 (part), 2011)

11.80.110 Watercraft.

It is unlawful for any person to have, keep or operate any boat, float, raft or other watercraft in or upon any bay, lake, slough, river, or creek, within the limits of any park, or to land the same at any point upon the shores thereof bordering upon any park, except at such places as shall be set apart for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

11.80.120 Emergency aid by watercraft.

It is unlawful for any person to land or dock a boat at any swimming dock or float, nor shall any boat be allowed within a swimming area except in an emergency involving rescue or lifesaving. (Ord. 4334 § 6 (part), 2011)

11.80.130 Riding vehicles and animals.

It is unlawful for any person to ride or drive any vehicle or animal over or through any park except along and upon the park drive parkways, park boulevards, and bicycle paths, or at a speed in excess of the posted speed limit or in excess of fifteen miles per hour where no speed limit is so posted or to stand or park any vehicle in any park except in areas designated for such purpose by the director and so posted by signs, or to stand or park any vehicle between the hours of eleven p.m. and seven a.m. of the following day except in such areas as may be designated for such purpose by the director and so posted by signs. (Ord. 4334 § 6 (part), 2011)

11.80.140 Camping areas.

It is unlawful for any person or group of persons to "camp out" in any park except at places set aside for such purposes by the director and so designated by signs. (Ord. 4334 § 6 (part), 2011)

11.80.150 Practicing and playing games.

11/1/2019 KMC Chapter 11.80 PARK RULES

<https://www.codepublishing.com/WA/Kirkland/> 4/6

It is unlawful for any person to practice or play golf, baseball, cricket, lacrosse, polo, archery, hockey, tennis, badminton or other games of like character or to hurl or propel any missile except at places set apart and developed for such purposes by the department of parks and recreation and so designated by the director. (Ord. 4334 § 6 (part), 2011)

11.80.160 Depositing refuse and litter.

It is unlawful for any person to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in any park or to deposit any waste or abandoned material therein except in designated receptacles. It is a civil infraction for a person to litter in an amount less than or equal to one cubic foot. It is a misdemeanor for a person to litter in an amount greater than one cubic foot but less than one cubic yard. It is a gross misdemeanor for any person to litter in an amount of one cubic yard or more. In each case hereunder, the litter cleanup restitution payment and other obligations of KMC 11.64.040, as applicable, shall apply. (Ord. 4580 § 1, 2017: Ord. 4334 § 6 (part), 2011)

11.80.180 Permit for assemblies required.

It is unlawful for any person to hold, sponsor, or participate in any organized assembly without first giving to the director notice thereof and obtaining therefrom his written permit to do so. Such notice shall be given at least seventy-two hours prior to the date established for such assembly. Pursuant to Chapter 3.68 and Section 11.80.220, the director is hereby ordered to establish forthwith such rules and regulations pertaining to the issuance of assembly permits as shall permit the fullest peaceful utilization of the parks by all of the general public (including such persons attending such assemblies and such other persons utilizing the park, but not in attendance at such assembly) as shall be reasonably possible and consistent with the health, safety, and general welfare. In this connection, and in addition to the conduct requirements of this chapter, such rules and regulations may require the deposit of "cleanup" undertakings, the furnishing of waste and sanitary conveniences and effective plans for traffic and crowd control and management. (Ord. 4334 § 6 (part), 2011)

11.80.190 Races prohibited.

It is unlawful for any person in any park to engage in, conduct or hold any trials or competitions for speed, endurance or hill climbing involving any vehicle, boat, aircraft or animal, except at specified places and times designated for such activities by the director upon his determination that:

- (1) Adequate provision has been made to ensure that the health and safety of participants in and spectators of any such activities will not be subject to undue hazard;
- (2) Such activities will be conducted in such a manner as to minimize potential damage to public or private property;
- (3) Such activities will not constitute a public nuisance; and
- (4) Such activities will not unduly interfere with the use of park facilities by the general public. (Ord. 4334 § 6 (part), 2011)

11.80.200 Building fires.

It is unlawful for any person to build any fire in any park except in such areas as may be designated by the director and such designation is clearly defined by signs posted in such area. (Ord. 4334 § 6 (part), 2011)

11/1/2019 KMC Chapter 11.80 PARK RULES

<https://www.codepublishing.com/WA/Kirkland/5/6>

11.80.210 Open containers of alcoholic beverages and marijuana prohibited.

It is an unlawful civil infraction for any person to possess an open container of any alcoholic beverage or marijuana while in any city park. Any person having an open container within one's immediate reach or control (such as at a bench, picnic table, blanket, or motor vehicle where that person is sitting) within a city park may be considered to be in possession of the container for the purposes of this section. A person is exempt from this section as it relates to alcoholic beverages to the extent that his/her actions are in accordance with a parks and community services department use permit. (Ord. 4580 § 2, 2017; Ord. 4334 § 6 (part), 2011)

11.80.220 Adoption of rules and regulations by director.

The director shall have the power, pursuant to Chapter 3.68, to promulgate and adopt reasonable rules and regulations pertaining to the operation, management and use of the parks, and shall post the same in conspicuous places in the parks. Such rules and regulations shall include a procedure for granting blanket permits encompassing any particulars of this chapter to locally and nationally recognized organizations or associations. Such rules and regulations may include the establishment of hours during which any park or portion thereof, as designated by signs located within the designated portion, shall be closed to the general public; such closures may be for reasons of public safety, welfare and convenience, or for reasons of park maintenance. It is unlawful for any person to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. (Ord. 4334 § 6 (part), 2011)

11.80.230 Aiding and abetting violations.

Any person participating in a violation of any provision of this chapter whether directly committing the act or omitting to do the thing constituting the offense or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces, or otherwise procures another to commit such offense, shall be proceeded against and prosecuted as such. (Ord. 4334 § 6 (part), 2011)

11.80.250 Parks closed between ten p.m. or eleven p.m. and dawn.

The provisions of this section shall apply to all parks, improved and unimproved, within the city or owned by the city.

- (1) Except as otherwise provided herein, all waterfront parks, including vehicle parking areas within the parks,

within the city or owned by the city shall be closed to the general public between the hours of ten p.m. and dawn of the following day.

(2) Except as otherwise provided herein, all other parks, including vehicle parking areas within the parks, within the city or owned by the city shall be closed to the general public between the hours of eleven p.m. and dawn of the following day.

(3) It is unlawful for any person, other than a police officer or authorized park department employee, to enter into or remain within a park within the city or owned by the city at any time between the closing hour designated above and dawn of the following day.

(4) For the purposes of this section, "dawn" means the time of official sunrise for the particular day as published by the U.S. Weather Service. (Ord. 4334 § 6 (part), 2011)